

**PUBLIC NOTICE OF THE GROVELAND COMMUNITY REDEVELOPMENT
AGENCY MEETING SCHEDULED TO CONVENE AT 6:30 P.M., THURSDAY,
MARCH 12, 2015 AT THE E.L. PURYEAR BUILDING, 243 S LAKE AVE.**

CHAIR
VICE-CHAIR
BOARD MEMBER
BOARD MEMBER
BOARD MEMBER
BOARD MEMBER
CITY ATTORNEY
CRA LIAISON
CITY/CRA MANAGER
CITY CLERK
SERGEANT-AT-ARMS

TIM LOUCKS
JOHN GRIFFIN
DINA SWEATT
EVELYN WILSON
JAMES SMITH
RALPH MORRIS
BRIGGETT BRANNON
ANITA GERACI-CARVER, ESQ.
RODNEY LUCAS
REDMOND JONES, II
TERESA BEGLEY
DEPUTY CHIEF JOHN FLINN

CALL TO ORDER

Pledge Allegiance
Roll Call

AGENDA

1. Presentations of Proposals from Event Planners on July 4th Celebration
2. Review Proposals for July 4th Celebration
3. Selection of Event Planner
4. Comments from the Public
5. Announcements
6. Adjournment

Groveland Code of Ordinances Sec. 2-58 (f). Any person desiring to address the council shall first secure the permission of the presiding officer and shall give his name and address for the record. All remarks shall be addressed to the council as a body and not to any member thereof unless permission to do so is first granted by the presiding officer. Unless further time is granted by the presiding officer or the council, members of the public shall limit their discussion or address to no more than five minutes. No question shall be asked a councilmember or city official except through the presiding officer.

Pursuant to the provisions of Chap. 286, F.S., Sec. 286.0105, if a person decides to appeal any decision made by this body with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based and is advised to make such arrangements at his or her own expense.



REQUEST FOR CRA CONSIDERATION

MEETING DATE: March 12, 2015

AGENDA ITEM: 1

PREPARED BY: Rodney Lucas, Economic Development Manager
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DATE: March 11, 2015

BACKGROUND: CRA Board directed staff at its last meeting February 23 to solicit an Event Planner from a group of five interested firms through a Request for Qualifications and Proposals (RFQ/P) that went out February 28 through March 6 by email. The initial request yielded a lot of response with one firm being out of town and asking for an extension. We did an addendum extending the deadline to March 11, 2015 by 5 p.m. We received one pre-qualification questionnaire and two proposals. The two companies presenting PowerPoint presentations are:

Durbin Audio Designs
City of Groveland

(Handouts will be available at the meeting)

STAFF RECOMMENDATION: Click here to enter text.
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REVIEWED BY CITY MANAGER:

COUNCIL ACTION:

MOTION BY:

SECOND BY:

"The city with a future, watch us grow!"



REQUEST FOR CRA CONSIDERATION

MEETING DATE: March 12, 2015

AGENDA ITEM: 2

PREPARED BY: Rodney Lucas, Economic Development Manager
--

DATE: March 11, 2015

BACKGROUND: Attached for the CRA Board review and consideration are the list of companies asked to submit qualifications and proposals with bid numbers along with the City.

After reviewing and giving consideration to all consultants and event planners through this process, staff recommendation we select Durbin Audio Design under option 1.

STAFF RECOMMENDATION: Motion to approve Durbin Audio Design under option 1.
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REVIEWED BY CITY MANAGER:

COUNCIL ACTION:

MOTION BY:

SECOND BY:

"The city with a future, watch us grow!"



July 4th Celebration

Company	Qualifications	Proposal Option 1	Proposal Option 2
Vonda Parker Bella Faire Corporate mtgs Lodging Special Events W 352 787 0477 C 352 254 0281	No Bid	No Bid	No Bid
City of Groveland CRA Bd (Since '02) W 352 429 2141x225	Since 1977 Conducting July 4th Event	Budget: (See Attach.) Expenditures \$69,500 Rev./Cit.bud. \$88,100 Profit \$18,600	Public/Private Partnership - 50%/50% Split City would get 50% profits after expenses are paid \$9,300 each
Jim Durbin Durbin Audio Designs 407 595 5440 407 654 6882	18 years of experience conducting public events, music studio and setting up stages. Conducted last 8 years of the Winter Garden, Fl Festival (See Attachment)	Budget: (See Attach.) Expenditures \$43,100 Rev./Cit.bud. \$69,000 Profit \$25,900 (Less DAD sponsors)	Public/Private Partnership - 40%/60% Split after expenses City (40%) \$10,360 DAD(60%) \$15,540
Susan Ellis Hound Dogg Ent. 352 455 5941	No Bid	No Bid	No Bid
Janet Shira Shira Group 407 864 1035	No Bid	No Bid	No Bid
Troy Belvins Walking Man Consulting C 904 669 7901	No Bid	No Bid	No Bid

EXHIBIT A

CRA Board (CRAB) of Groveland, FL July 4th Celebration

PRE-QUALIFICATION QUESTIONNAIRE

CONTACT INFORMATION

Firm Name: Durbin Audio Designs Circle One: Corporation (as it appears on license) Sole Prop. Partnership, LLC or Incorp.

Contact Person: Jim Durbin

Address: 123A S Woodland St Phone: 407-595-5440 Fax: N/A

E-mail: act@durbinaudio.com Cell Phone: 407-595-5440 Contact Person: Jim

Owner(s) of Company: Jim Durbin Contractor's License Number(s): 58-8013154232-6

Years in business: 18 at this location Employer Identification Number (EIN): 402-76-3919

If awarded a contract, a firm would need to provide the following items 1 thru 5 to the CRA Board:

1. Possess a valid and current Florida Driver License for the project or projects for which it intends to submit a bid. Yes No

2. Have a current liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$5,000,000 aggregate. Yes No 2,000,000 aggregate

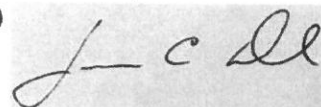
3. Have current workers' compensation insurance policy as required or legally self-insured pursuant to state laws. Yes No

4. Errors and omissions insurance policy with a limit of at least \$1,000,000 per occurrence. No

5. List of the last five events completed with references Winter Garden Music Fest, 8 years, Susan shouse07@embarqmail.com]
WLOQ Jazz Jams, 8 Years, Eveline - 321-436-5106

At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government project, or the bidding or performance of a government contract? No (Yes or No)

I, the undersigned, certify and declare that I have read all the foregoing answers to this pre-qualification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of Florida, that the foregoing is correct. Dated: 3-10-2015 (Name)



Groveland July 3/4th Event:

Budget	
Expenditures:	
Musical Talent:	10,000
Sound, Lights, Staging	9,000
Event Booking & Production	6,000
Marketing	10,000
Operations	7,300
Misc	800
Total Expenditures	43,100
Income:	
Vendors Sales	10,000
Beverage & Other Sales	4,000
Sponsors	20,000
City of Groveland	35,000
Total Income	69,000

Operating expenditures:	
Crowd Barriers	1000
Shuttle services	Church/Volunteers?
Merchandise	Commission
Clearcoms/ Walkie Talkies	300
Generator	City owned?
Port a toilets	800
Food & Water for crews	700
Trash Cans/Bags	City?
Golf Carts	Sponsor?
Signage/Banners	2000
Permits - Beer/Wine sales	?
	7300

Durbin Audio Design – Option 2

(See option 1 proposal)

Profit: \$25,900

Public/Private Partnership - 40%/60% Split after expenses

City (40%) \$10,360

DAD(60%) \$15,540

City of Groveland Budget to Deliver July 4th Celebration

Expenditures:

Musical Talent	\$ 15,000
Sound, Lights & Staging	10,000
Event Booking & Production	6,000
Marketing/Advertising	10,000
Operations Expenditures:	18,100
Crowd Barriers	1,000
Trolley (2)	3,700 (Based on 67 people x \$55)
Merchandise T-Shirts	1,500
Generator (2)	1,500
Port-a-potties	1,000
Food & Water for crews	900
Trash Cans/Bags	200
Golf Carts	1,000
Signage/Banners	2,000
Inflatable Rides	3,000
Dunk Tank	500
Permits	300
Fireworks	10,000
Misc. Expenses	2,000
Total Expenditures:	<u>\$ 69,500</u>

Potential Income:

Taste of Groveland Tour	3,000
Vendor Permits	1,400
Sponsorship (City)	20,000
Sponsorship (Event Planner)	15,000
City Contribution	48,700
Total Income:	\$ 88,100

City Profit: \$18,600 (\$88,100 - \$69,500)

City Approved Budgets:

CRA Budget	\$35,000
City – Fireworks	10,000
Trolley	3,700
Total City Contribution	\$48,700

Option 1:

City of Groveland Budget to Deliver July 4th Celebration

Expenditures:

Musical Talent	\$ 15,000
Sound, Lights & Staging	10,000
Event Booking & Production	6,000
Marketing/Advertising	10,000
Operations Expenditures:	18,100
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Trolley (2)	3,700 (Based on 67 people x \$55)
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Signage/Banners	2,000
Inflatable Rides	3,000
Dunk Tank	500
Permits	300
Fireworks	10,000
Misc. Expenses	2,000
Total Expenditures:	<u>\$ 69,500</u>

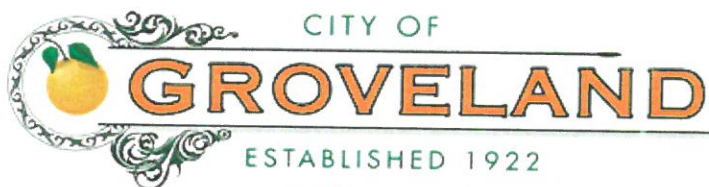
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Sponsorship (City)	20,000
Sponsorship (Event Planner)	15,000
City Contribution	48,700
Total Income:	\$ 88,100

City Profit: \$18,600 (\$88,100 - \$69,500)

Option 2: Split 50%/50% - each participant gets \$9,300**City Approved Budgets:**

CRA Budget	\$35,000
City – Fireworks	10,000
Trolley	3,700
Total City Contribution	\$48,700



CITY OF GROVELAND
156 S. LAKE AVENUE
GROVELAND, FL 34736

PHONE 352-429-2141
FAX 352-429-3852

"The city with a future, watch us grow!"



July 4th
Celebration

Event: July 3rd and 4th, 2015

REQUEST FOR QUALIFICATIONS & PROPOSALS

Date: February 28, 2015
Title: CRA Liaison
Attention: Rodney Lucas
Rodney.lucas@groveland-fl.gov
Number: (352) 429-2141 Ext. 225
Fax Number: (352) 429-3852

PROPOSALS DUE

Day: March 11, 2015
Time: 5:00 p.m.
Attention: Rodney Lucas
CRA Liaison
City of Groveland
156 S. Lake Avenue
Groveland, FL 34736

RFQ/P/CONTENTS

Section I	Purpose of Request for Qualifications and Proposals
Section II	Scope of Services
Exhibit A	Pre-Qualification Questionnaire
Exhibit B	Aerial of Project Site
Exhibit C	Tentative 2-day Event Schedule

SECTION I

REQUEST FOR QUALIFICATIONS AND PROPOSALS

REQUEST FOR QUALIFICATIONS

The purpose of this notification is to receive Requests for Qualifications (RFQ) and Proposals (RFP) from qualified Event Planners to participate as sole event organizers by providing us two proposals to assist the City of Groveland with coordinating the city's July 4th Celebration Event. The Event will be two days – July 3 and 4, 2015:

Proposal (1)

The first option is to write a proposal base on your firm providing a turn-key service with minimal participation from the city. The City would provide Police and Fire for security, fireworks and minor coordination of vendors, fees and locations. The city's budget for this event is \$35,000.

Proposal (2)

Requesting a proposal from a firm to provide a co-operator or private/public partnership with the city where duties and responsibilities are split and shared based on a percentage range from 50% to 70% of the \$35,000 budget. The fixed cost of the City providing Police and Fire for security, fireworks and minor coordination of vendors, fees and locations would be the same.

The RFQ's questionnaire and both proposals have been **extended** until Wednesday, March 11, 2015 by 5 p.m. The event will be staged around Lake David Park, Gray Middle School and Cortese Circle over a two-day period. Companies shall submit all required information above to City of Groveland's Community Redevelopment Agency (CRA) for processing. Each firm will have an opportunity to participate in a **presentation at the next CRA Board meeting on March 12, 2015, 6:30 p.m.** at the E. L. Puryear Building, 243 S. Lake Avenue, Groveland, FL 34736 for a selection process.

All questions should be directed to:

Rodney Lucas

CRA Liaison

Email: Rodney.lucas@groveland-fl.gov, office (352) 429-2141,
Ext. 225 or fax (352) 429-3852

Questions regarding cost or delivery of service must be submitted by 2:00 p.m. on March 6, 2015.

SECTION II

SCOPE OF SERVICES

- Manage and oversee the entire July 4th Celebration
- The contract will be between the awarded firm and the CRA Board to coordinate the 2015 July 4th Celebration within the City of Groveland
- Determine logistics, personnel, supplies and materials, advertising, how big the event will be over two-days
 - Friday, July 3rd 5:30 p.m. to 11 p.m.
 - Saturday, July 4th 8 a.m. to 11 p.m.
- Develop, screen, and select the music venue: To include the types of Acts and music and how long each shows and on what stage
- Manage Music Acts/Stages/Schedules
- Manage Arts and Crafts, Vendors and Sponsorships
- Manage Advertising
- Manage Trolley routes, parking and overflow parking
- Coordinate with local police and fire department to assure a safe and fun environment for all
- Coordinate and meet with all designated city officials and staff leading up to and on the day of the event. Coordinate with all city department leaders to ensure a safe and successful event
 - Coordinate and meet with Rodney Lucas to assure understanding of Event and pending items
 - Coordinate and meet with the Police and Fire Departments
 - Coordinate and meet with City Departments
 - Coordinate and meet with all City Staff
- Coordinate and meet all event servicers
 - Entertainment Companies
 - Set-up of Stages and Sound
 - Classic Cars and Bikes Contractors
 - All Events Vendors and locations
 - All Events Sponsors
- Provide a Team of experts to work on the day of the event
 - Team members will be assigned to all designed locations to assure communications with contracted services, vendors, entertainment and volunteers
- Assign all Vendors, Entertainment, Volunteers, Layout of locations, City staff workers, Police and Fire departments contacts and all parties participating in the 2015 July 4th Celebration.
- Provider shall release all written and verbal details pertaining to the 2015 July 4th Celebration and Post event report

EXHIBIT A

CRA Board (CRAB) of Groveland, FL July 4th Celebration

PRE-QUALIFICATION QUESTIONNAIRE

CONTACT INFORMATION

Firm Name: _____ Circle One: Corporation (as it appears on license) Sole Prop, Partnership, LLC or Incorp.

Contact Person:

Address:

Phone:

Fax:

E-mail:

Cell Phone:

Contact Person:

Owner(s) of Company:

Contractor's License Number(s):

Years in business:

Employer Identification Number (EIN):

If awarded a contract, a firm would need to provide the following items 1 thru 5 to the CRA Board at time of signing:

1. Possess a valid and current Florida Driver License for the project or projects for which it intends to submit a bid. Yes No
2. Have a current liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$5,000,000 aggregate. Yes No
3. Have current workers' compensation insurance policy as required or legally self-insured pursuant to state laws. Yes No
4. Errors and omissions insurance policy with a limit of at least \$1,000,000 per occurrence.
5. List of the last five events completed with references

At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government project, or the bidding or performance of a government contract? (Yes or No)

I, the undersigned, certify and declare that I have read all the foregoing answers to this pre-qualification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of Florida, that the foregoing is correct. Dated: _____ (Name)



Proposed Event Schedule (July 3rd and 4th 2015)

2015 (Corporate Sponsors) Featuring...

Theme: Celebrating Our Country Independence in the Streets

SCHEDULE OF EVENTS

WHEN: Friday, July 3, 2015 Taste of Groveland (City will Coordinate)
6 p.m. – 11 p.m.

Saturday, July 4, 2015 City of Groveland July 4th Celebration
8 a.m. – 11 p.m.

TIME: **Friday, July 3, 2015** – time 5:30 p.m. to 11 p.m.

Taste of Groveland Potential Participant & Route – (Time: 5:30 p.m. to 10 p.m. around town)

Targeted Restaurants

- 1) Burger King, 7989 SR 50, Groveland, Fl 34736
- 2) China Kitchen, 7985 SR 50, Ste 300, Groveland, Fl 34736
- 3) Little Anthony's Pizza, 7965 SR 50, Ste 600-800, Groveland, Fl 34736
- 4) Coyote Rojo II, 214 W Broad St., Groveland, Fl 34736
- 5) Dominos Pizza, 1200 W Broad St. Ste A, Groveland, Fl 34736
- 6) Flapjack Johnny's, 7432 E HWY 50 Ste 103, Groveland, Fl 34736
- 7) McDonalds, 460 W Broad St, Groveland, Fl 34736
- 8) Hardee's #1500975, 266 W Broad St, Groveland, Fl 34736
- 9) Hickdaddy Smoke, 262 E Orange St, Groveland, Fl 34736
- 10) Honey Pot, 20260 US HWY 27, Groveland, Fl 34736
- 11) Ikaho Susho, 7965 HWY 50, Ste 900, Groveland, Fl 34736
- 12) Jackie's Family Rest. & Catering, Inc, 1516 Max Hooks Rd, Ste A, Groveland, Fl 34736
- 13) Krispy's Fried Chicken, 307 E Broad St, Groveland, Fl 34736
- 14) Subway #29413, 7965 SR 50, Ste 100, Groveland, Fl 34736
- 15) Red Wing Restaurant, 12500 State Rd 33, Groveland, Fl 34736
- 16) Island & Food Store, 580 W Broad St, Groveland, Fl 34736

(Exhibit C)

(Friday, July 3rd, 2015 Continued)

Lake David Staging Area

5:30 p.m. – 10:00 p.m.

Welcome by Mayor and Council

Taste of Groveland Event Begins Site – Parking next door
Mt. Dora Trolley will provide (2) Trolleys

State Acts and Times

6:00 p.m. – 7:00 p.m.

7:00 p.m. – 8:00 p.m.

8:00 p.m. – 9:00 p.m.

9:00 p.m. – 10:00 p.m.

(Teen Dance at Puryear from 8 p.m. to 11 p.m. – Cover \$ per person)

Kids Zone – Location - Open

(Kids Zone time on Friday 5:30 p.m. to 8:30 p.m.)

Inflatable types of rides for the Kids Zone:

TIME: **Saturday, July 4, 2015** – July 4th Celebration Event Begins 8 a.m. 11 p.m.

Sponsor Booths / Arts & Crafts / Vendors/Fun & Games / (1) Trolley for Saturday

Stage 1 - Lake David

Art and Crafts Vendors – (10 a.m. to 8 p.m.)

Food Vendors – (8 a.m. to 8 p.m.)

Auto & Bike Clubs Display (8 a.m. to 2 p.m.)

Opening Day Program: 11 a.m. to Noon (Speeches/Welcome/Thank You's

E.L. Puryear Building 1 p.m. – 3 p.m. Fire Crack Pageant

Stage Times (Types of acts: Open)

1 p.m. – 2 p.m.

2 p.m. – 3 p.m.

3 p.m. – 4 p.m.

4 p.m. – 5 p.m.

5 p.m. - 6 p.m.

6 p.m. – 7 p.m.

7 p.m. – 8 p.m.

8 p.m. – 9 p.m.

9 p.m. – 10:30 p.m. Fireworks

11 p.m. – Event over





REQUEST FOR CRA CONSIDERATION

MEETING DATE: March 12, 2015

AGENDA ITEM: 3

PREPARED BY: Rodney Lucas, Economic Development Manager
--

DATE: March 11, 2015

BACKGROUND: Based on Mr. Durbin proposal, PowerPoint handout and his firm's 18 years of experience along with 8 years of conducting the City of Winter Garden Festival, staff recommends selecting Durbin Audio Design under option 1 as our event planner for the City of Groveland July 4th Celebration, 2015.

STAFF RECOMMENDATION: Motion to approve Durbin Audio Design under option 1

REVIEWED BY CITY MANAGER:

COUNCIL ACTION:

MOTION BY:

SECOND BY:

"The city with a future, watch us grow!"